

JOINT COMMISSION ON SHARED SERVICES INITIATIVES

Minutes

January 31, 2013

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: January 31, 2013

TIME: 7:30 a.m.

LOCATION: Courthouse, Room 2550

COMMITTEE CHAIR: Dave Duax

RECORDER: Angie Harmon

Commission Members Present:

City Council– Dave Duax, Kerry Kincaid, Jackie Pavelski

County Board – Colleen Bates, Gerald Wilkie

School Board– Carol Craig

Commission Members Absent: Gregg Moore, Kathryn Duax, and Brent Wogahn

Staff: Russell Van Gompel, Tom McCarty, Mary Ann Hardebeck, Dale Peters, Linda DesForge,
and Angie Harmon

Others Present: Mike Conlin, County Board

AGENDA ITEM #1: Call to Order.

Commission Chair Dave Duax called the meeting to order at 7:36 a.m.

AGENDA ITEM #2: Approval of the minutes of the Joint Commission on Shared Services Initiatives meeting of December 6, 2012.

ACTION: Colleen Bates made a motion to approve the minutes as presented. Carol Craig seconded the motion and the motion was carried.

AGENDA ITEM #3: Report, update, and discussion of joint health care project

Handout: Charter-Joint Health Care Program

Dale Peters reviewed the handout with the Commission members. The three entities are moving forward with the project. There had been earlier discussion about including the University, CVTC, and the City of Altoona into the discussion, creating an increased buying power and experience rating. The group plans to develop recommendations sometime in February, and will report back to the Commission at the March meeting.

AGENDA ITEM #4: Report, update, and discussion of shared service initiatives

Handout: JCSSI Priority Project Dashboard

Tom McCarty reviewed the handout with the Commission members. After the update from Dale regarding Joint Health Care that project status is farther along than what the dashboard represents. Initiative 4 and 5 will be reviewed within the next 6 months and charters for two projects will be drafted. Item No. 6 – Share Administrative Space & Facilities has been started, a charter has been drafted, and a workgroup will be formed. It was decided to share the JCSSI Priority Project Dashboard, along with the respective charters for each project with each governing body at the April meetings.

AGENDA ITEM #5: Discussion and possible action on White Paper regarding Shared Use of Government Facilities

Handout: Shared Use of Government Facilities: Framing the Issues from Sept. 2009

The members were provided with the white paper drafted in 2009, regarding Shared Use of Government Facilities. This information could be used for information and to form ideas for the Shared Administrative Space and Facilities Charter and workgroup plan.		
AGENDA ITEM #6: Discussion and possible action on Draft Charter for Shared Administrative Space and Facilities Handout: Charter – Share Administrative Space & Facilities Tom McCarty reviewed the draft handout with the Commission members. It was suggested to have elected officials involvement in the workgroup for feedback and ideas. By doing this, it will also help with staffing time on the projects. The Commission discussed combining Initiative 5 (Share Administrative Functions) and Initiative 6 (Share Administrative Space & Facilities) together; this will be discussed further at the next meeting.		
AGENDA ITEM #7: Discussion and report from the three administrators on various needs. This discussion item was added to see if there are any other initiatives that the commission wants to start looking at. There are none at this point.		
AGENDA ITEM #8: Recap of the elected official emergency management training (Incident Command System). Handout: Memo from Tom Hurley, Emergency Management Coordinator The members were provided with the memo form Tom Hurley. The memo summarized the feedback from the recent Incident Command System Training held for Elected Officials. The evaluation of the training was positive. Additional trainings and table top exercises were requested.		
AGENDA ITEM #9: Discussion on future training opportunities and possible policy actions. Possibly adding annual emergency management trainings for elected officials. Developing a process ‘roadmap’ for elected officials in the event of an emergency.		
AGENDA ITEM #10: Discussion of future agenda items. Standard items. Additional Charters. Updates on Initiatives already in process. Annual reports in April to governing bodies updating status of initiatives.		
AGENDA ITEM #11: Adjournment. <p style="text-align: center;">ACTION: Jerry Wilkie made a motion to adjourn. The motion passed unanimously.</p> <p>The meeting was adjourned at 9:15 a.m.</p>		
FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday, March 28	7:30 a.m.	North Conference Room, City Hall
Thursday, May 23	7:30 a.m.	Courthouse, Room 2550
Thursday, July 25	7:30 a.m.	North Conference Room, City Hall
Thursday, September 26	7:30 a.m.	Courthouse, Room 2550`
November (Date TBD)	7:30 a.m.	North Conference Room, City Hall